



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Statistician Assistant
Salary: \$28,000
Headquarters: Guthrie Agricultural Center
Administrative Services Division
Send WVDA Anne Oravec, Executive Assistant
Application & Resume to: West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us
Closing Date: Until Filled

Nature of Work: Work includes some of the duties of a professional, supportive role, requiring a close relationship to the day-to-day work of State Statisticians, Regional Director, NASDA Coordinators and Statisticians. Must work fairly independently while receiving a minimum of detailed supervision and guidance. Duties include, but are not limited to, composing routine correspondence, screening calls and visitors, responding to inquiries, creating or updating publications, assisting in coordination of surveys and packages, and maintaining effective working relationships with local staff, regional federal partners, and the public.

Examples of Work:

- **Create, update, and maintain publications; distribute to appropriate recipients, update web presence:**
 - ♦ Mountain State Reporter
 - ♦ Crop Weather
 - ♦ Annual Press Releases
 - ♦ Brochures (local & regional)
 - ♦ Annual Bulletin
 - ♦ WV Coloring Book

- **Coordination of the following:**
 - ♦ Office supply procurement (work with regional office)
 - ♦ Correspondence and responses
 - ♦ Maintain fleet vehicle
 - ♦ Logistics for shipping and receiving packages
 - ♦ IT updates (Windows 7 upgrade, new laptop configuration)
 - ♦ IT troubleshooting for printers, phone, and other equipment
 - ♦ Other services such as maintenance requests
- **Maintain updates for regional UPS**, coordination of shipping packages scattered across the region for regional surveys
- **Ensure proper PII security measures: follow standard practices;**
 - ♦ Shred appropriately
 - ♦ Perform monthly wireless security scans
- **Produce professional displays:**
 - Digital
 - Bulletin boards
 - Interactive trivia game
- **Provide professional representation of field office** at events such as Small Farm Conference, Ag Day at the Capitol, State Fair, Farm Bureau events, etc.
- **State Farm Census:**
 - ♦ Sort to distribute
 - ♦ Sort incoming to file
- **Census of Agriculture:**
 - ♦ Special record coordination and distribution
 - ♦ Extensive editing
 - ♦ Results announcements (see publications)
 - ♦ Power point presentations
- **Data entry as assigned**
 - ♦ Survey editing as assigned
 - ♦ Maintain complex filing system
- **Other duties as assigned**

Working Conditions: Sitting; standing, walking, driving, using a computer and other office equipment, performing calculations, communicating orally and in writing. Maintain positive attitude when dealing with Department employees or outside parties.

Required Knowledge, Skills and Abilities:

- Knowledge of modern office procedures, practices, equipment, and business procedures.
- Knowledge of computers and software including Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook, Access), and Adobe (Acrobat, Dreamweaver, InDesign, Illustrator, and Photoshop), SAP, Citrix, limited SQL, etc.
- Knowledge of business English, spelling and arithmetic.
- Ability to compose correspondence dealing with routine inquiries regarding the status of past and present WV agriculture statistics.
- Ability to maintain detailed records according to prescribed format.

- Ability to retrieve and utilize information from multiple sources to complete assignments.
- Ability to retrieve and utilize information from multiple sources and present in a concise and communicative manner.
- Skill in oral and written communications.
- Knowledge of database operations and queries.
- Ability to build simple and effective databases.
- Strong ability to deal with the public in an effective and courteous manner and to establish and maintain effective working relationships with superiors, associates, other organizations, and the general public.
- Ability to be customer oriented, with strong customer service skills; able to relate to industry leaders and others outside the industry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to maintain a favorable working relationship with a wide variety of professionals.
- Ability to perform duties as assigned.
- Ability to issue and follow oral and written instructions and exercise sound judgment.
- Ability to work around livestock and out of office environments.
- Ability to grow and learn new processes as needs arise.
- Ability to work independently or with a group.
- General knowledge of rules, regulations, policies and objectives of the West Virginia Department of Agriculture and NASS and ability to interpret these as required.
- Knowledge of livestock and farming practices.
- Ability to present to small and large groups, public speaking, using appropriate media for added value.
- Ability to transfer knowledge; strong trainer skills as process documenter, trainer, metric leader.
- Ability to utilize critical thinking; process improvement strategist.
- Ability to work in groups, teams, or as in individual with detailed directions or independent guidelines.
- Ability to perform light IT problem solving.

Minimum Qualifications:

- ♦ **Training:** Two years of related training with an accredited college or university.
- ♦ **Experience:** Three years of full-time or equivalent part-time paid experience performing progressively complex office work.
- ♦ **Substitution:** Additional qualifying experience may be substituted on a year-for-year basis for the required college training.

Additional Requirements:

Ability to maintain and manipulate databases.

Knowledge of data compilation for producing graphs, charts, and text for press releases.

Satisfactory pre-employment law enforcement background investigation, including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.